

# Issuance Transmittal Sheet

**NASA**

National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 9710.3, Change 1	Date: April 18, 1997
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**Material Transmitted:**

1. Management Instruction, MMI 9710.3, Change 1, subject:  
"Policy and Approval of Travel and Related Matters for  
Official Business and Conference Attendance"
2. Make the following pen and ink changes to remove  
references to conference attendance:
  - (a) In the title, delete "and Related Matters for  
Official Business and Conference Attendance."
  - (b) Page 1, paragraph 1: Place a period after  
"travel" and delete the remainder of the sentence.
  - (c) Page 1, paragraph 2: Place a period after "...  
(MSFC)" and delete the remainder of the  
sentence.
  - (d) Page 4, paragraph 7: Delete "Responsibilities"  
paragraph in its entirety.
  - (e) Page 5, paragraph 8: Renumber paragraph 8 to 7.

Original signed by  
Susan McGuire Smith (for)

J. Wayne Littles  
Director

Distribution:  
SDL 2

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**Filing Instructions :**

Make pen and ink changes as indicated and file this  
Transmittal Sheet in front of MMI 9710.3.

# Issuance Transmittal Sheet

**NASA**

National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 9710.3	Date: March 6, 1997
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**Material Transmitted:**

1. Management Instruction, MMI 9710.3, subject: "Policy and Approval of Travel and Related Matters for Official Business and Conference Attendance"
2. This Instruction has been issued to:
  - a. Combine MMI 9710.1R, "Power and Authority - To Authorize and Approve Official Travel," and MMI 9710.2C, "Policy and Control of Travel and Related Matters for Official Business and Conference Attendance."
  - b. Incorporate recent policy changes from the Director, MSFC, to lower level of approvals required for the following types of travel:
    - (1) Foreign travel;
    - (2) Invitational travel - specific assignments or tasks;
    - (3) Actual expense per diem;
    - (4) Limited open authorizations (Blanket Travel);
    - (5) Reimbursable travel arrangements (both in-kind and cash); and
    - (6) Travel vouchers for managers reporting directly to Center Director.
  - c. Eliminate duplication and redundancy with other directives.

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**Filing Instructions:**

Remove MMI 9710.1R, dated October 17, 1994, and MMI 9710.2C, dated January 2, 1986, and replace them with the attached MMI 9710.3.

# MARSHALL MANAGEMENT INSTRUCTION

MMI 9710.3

**Effective Date:** March 6, 1997

**Expiration Date:** March 6, 2002

**Responsible Office:** BC01/Chief Financial Office

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**Subject:** Policy and Approval of Travel

1. PURPOSE

To establish the policy and provide the guidelines for the control and management of official travel.

2. APPLICABILITY

This instruction applies to the travel of all employees of Marshall Space Flight Center (MSFC).

3. BASIC AUTHORITY (Only applicable parts of the most recent editions apply.)

- a. NMI 9710.1, "Delegation of Authority-To Authorize or Approve Travel on Official Business and Related Matters"
- b. NMI 9710.6, "Delegation of Authority-To Authorize and Approve Travel and Related Matters Involved in Moving to Permanent Duty Stations and "Last Move Home"

4. REDELEGATION

- a. The matrix below defines the MSFC officials that have been redelegated authority to authorize official travel.

<u>TYPE OF TRAVEL</u>	<u>AUTHORIZING OFFICIAL</u>
Domestic and Foreign Travel (30 Days or Less)	Heads of Organizations Receiving Travel Allocations from the Center Chief Financial Officer
Emergency Cash Purchases of Airline Tickets Greater Than \$100	Heads of Organizations Receiving Travel Allocations from the Center Chief Financial Officer
Reimbursable Travel (Both In-Kind and Cash)	Center Chief Financial Officer
Local Travel	Traveler's Supervisor
Extended Temporary Duty (TDY) (Domestic or Foreign travel in excess of 30 cumulative or consecutive days at the same location within any 60-day period)	Director, Financial Management Office
Actual Expense Per Diem	Director, Financial Management Office
Invitational Travel to Perform Specific Tasks or Assignments for NASA	Director, Financial Management Office
Limited Open Authorizations (Blanket Travel)	Director, Financial Management Office
Permanent Change of Station (PCS) and First Duty Station (FDS)	Director, Personnel Office
Invitational Travel Solely for Representational or Other Official Purposes (e.g., Family Member Attendance at Official Functions)	Director, MSFC
Travel for an Employee to Accompany Another MSFC Employee Solely for Attendance at an Official Function (e.g., Award Ceremony)	Director, MSFC
First-class Air Accommodations	Director, MSFC
Travel for the Director, MSFC and office and directorate officials reporting directly to the Director, MSFC	May authorize their own travel

March 6, 1997

MMI 9710.3

- b. During the absence of the herein named officials, only personnel who are officially named in writing to act in the capacity of the absent official may sign as authorizing official. A copy of the written designation must be furnished to the Financial Management Office. In the case of the Director, MSFC, those personnel included in the line of succession (as defined in "the MSFC Organization Manual") may sign as the authorizing official in the absence of the Director.
- c. The authorizing officials will designate in writing those appropriate managers or administrative officials, in their respective organizations, with the authority to request official travel. Travel vouchers will be signed by the requesting official or other official who has knowledge of the travel. Travel vouchers for officials who authorize their own travel will be approved by the Chief Financial Officer.
- d. No subordinate will authorize his or her supervisor's travel requests nor approve the travel orders.
- e. Authority to authorize the following travel amendments is delegated to the travel requesting official in addition to the travel authorizing official:
  - (1) Amendments to the itinerary (authority to change travel dates is not delegated to the travel requesting official);
  - (2) Additional transportation costs due to changes in assignment;
  - (3) Increases in a previously authorized conference fee/registration fee;
  - (4) Fax or xerographic copies related to assignment; and
  - (5) Other insignificant items not originally authorized with dollar value less than \$100.

## 5. FURTHER REDELEGATION

Heads and officials reporting directly to the Director, MSFC, may further redelegate the authority to authorize travel orders as specified in the above matrix (paragraph 4.a.) within their organization. Employees with redelegated authority may not sign orders for themselves or for higher level management officials in their direct supervisory chain of command. The names of employees designated along with a signature sample must be furnished to the Director, Financial Management Office. All designees should be made aware of their responsibilities as stated in the NASA Financial Management Manual, FMM 9721.1C.

## 6. REPORTING

The officials to whom authority is redelegated in this Instruction will ensure that feedback is provided to the Director, MSFC, through official channels to keep the Director fully and currently informed of significant actions, problems, or other matters of substance related to the exercise of the authority redelegated.

## 7. CANCELLATION

MMI 9710.1R dated October 17, 1994, and MMI 9710.2C dated January 2, 1986.

(Original signed by  
Susan McGuire Smith, for)

J. Wayne Littles  
Director

Distribution:  
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